



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 40 - 09**

**OPEN TO:** **All Interested Qualified Candidates**

**POSITION:** **Human Resources Assistant, FSN-8**  
(Salary approx. Tk. 44,550 + per month)

**OPENING DATE:** **June 4, 2009**

**CLOSING DATE:** **June 18, 2009**

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Human Resources Assistant in the Executive Office.

#### **BASIC FUNCTION:**

This position is the FSN Human Resources Assistant (HRA) in the Human Resources Section of the Executive Office, USAID/Bangladesh. The incumbent is responsible for a wide variety of Human Resources (HR) activities dealing with U.S. Direct Hires, USPSCs, and Foreign Service National Personal Services Contractor (FSNPSC) employees. The incumbent provides advice, counsels and technical guidance to Americans, USPSCs, and FSN staff on the full range of human resources matters, such as performance evaluations, employee relations, retirement, Special Immigration Visa (SIV), Severance Pay entitlements, medical benefits, health and accident coverage



(HAC), provident fund eligibility, etc. Incumbent plays a major role under the supervision of the Human Resources Specialist (HRS) in recruitment of local nationals for positions scheduled to become vacant at USAID/Bangladesh in compliance with the Mission Recruitment Procedures. The incumbent is an alternate CAJE classifier who assists the HRA in the preparation of a new position classification and re-classification that need a careful cross-examining of the guidelines and standards for FSN classifications. Incumbent is knowledgeable and a certified CAJE classifier in order to standardize the local employee position classification process. The incumbent performs FSNPSCs personnel actions, prepares vacancy announcements, negotiates FSNPSCs on behalf of HRS on recruitment to prepare FSNPS contracts, modifies contracts, data entry into staffing report on WebPASS, monitors FSN performance evaluations, processes awards, oversees HAC insurance, filing and records.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Detailed clarifications of the major duties and responsibilities are described below.

Under the direct supervision of the HRS, the incumbent prepares vacancy announcements to advertise them as within the Mission announcement, the Jute Bulletin, USAID Mission Website Bangladesh Employment Page, outside daily newspapers, Private Universities, Disabled Organizations, Women's Development Institutions, and NGOs in order to find out the suitable candidates for the positions. These recruitment tasks involve a huge back and forth correspondences among concerned offices and advertisement agencies. Incumbent is responsible for the selection process, and the orientation of local personnel. Screens all applications received by reviewing recruitment criteria, as well as position elements per the established position description (PD), e.g., desired/required qualifications, prior work experience, knowledge that refers to skills and abilities, and language proficiency, etc. Incumbent eliminates those not considered to be qualified and referring eligible applicants to the requestors. Incumbent conducts the English tests, and technical tests for those short-listed candidates. S/he verifies the completed form, OF-174 – Application for Employment, prior to sending it to the Regional Security Office (RSO) for security investigations. S/he maintains close and cooperative relations with the US Embassy Local Security officials and RSO in order to receive security clearance for new hires. Incumbent requests in writing the Embassy designated Physician for pre-employment medical examinations. Once the final selection is made, s/he negotiates salary based on US Mission Locally Engaged Staff compensation plan and in



accordance with personal services contracting procurement regulations including acquisition & assistance policy directives (AAPD). Prepares budgets, MAARDs and contracts for new recruits according to the established contracting procedures. S/he ensures that contract is signed by both the contractor and the Contracting Officer (CO), on behalf of the United States Government after the finalization of all issues to avoid violation of contractual regulations. Assists the new recruits to enroll in the local health insurance and provident fund plans. S/he orients the new hires about the mandatory information they need to know and prepares briefing schedules with necessary documents for the CO who in turns shares information with the newcomers. S/he modifies contracts of existing FSNPSCs to obligate/de-obligate funds, increases the total estimated contract costs, extends period of contracts, and terminates the contracts. S/he is responsible for contract close-out of FSN.

The incumbent is a certified CAJE classifier and an alternate to the HRS in classifying the new, revised/updated position descriptions (PDs) of the FSNs as and when needed. S/he classifies the non-technical and technical PDs from junior level to the most senior level positions. Incumbent is required to research background and supplemental information and analyze assessment to determine whether the desired qualifications and position elements are properly addressed in order to classify the position adequately. S/he provides copies of appropriate guidelines and assistance to Offices, Teams and Sub-Teams on when, why and how the position descriptions need to be prepared/revised while significant changes need recording.

This position often requires careful analysis and study, including researching and interpreting appropriate regulations and procedural guidance. Incumbent is responsible and to assist the HRS in maintaining, monitoring and updating of the following actions:

- S/he is responsible for the USAID Mission staffing pattern, and reports for USAID/Washington. Incumbent is required to control and input data into USAID WebPASS to reflect changes to existing ceilings, new positions, vacancies, organizational changes, etc. to ensure that staffing pattern is accurate and up-to-date.
- S/he prepares budgets for FSNPSCs for mass forward funding documents and contract modifications on a timely basis for the transmission to USAID/Washington.
- S/he provides U.S. Direct Hires and USPSCs the check-in and check-out papers as needed basis.



- S/he is responsible for the Mission's incentive awards program for the FSNs, USDHs and USPSCs. Receives nominations and obtains background information related to nominees; screens nominations to ensure that regulations are followed in regards to eligibility and recommended awards; forwards nominations and related information to the STATE/HRO for the Joint Country Awards Committee (JCAC). Liaise with STATE/HR Office regarding award nominations; prepares certificates and forwards pins for presentation at the Awards Ceremony. Prepares annual awards reports for transmittal to USAID/Washington.
- Incumbent requests raters and reminders for annual and interim performance evaluations of FSNs and prepares JF-62s for the implementation of within-grade-increases (WGIs). Prepares delinquent reports for the EXO's review and actions.
- Incumbent maintains a spread-sheet for the FSN employees who are nominated for training, TDYers, workshops, seminars, regional meetings, etc. outside the host country. S/he is responsible for pre-departure actions, e.g.; sending the nominated person to the Physician authenticated by the Embassy. Is responsible to review the reports, share the reports with the Executive Officer for review, and prepare a waiver for the Mission Director's approval for Mission's liability on pre-existing travels. Creates enrollment in Health and Accident Coverage (HAC) for employees' travel.
- Incumbent prepares SF-1034s – vouchers under FSN (Reimbursable) Health Plan for EXO's signature for forwarding those to Office of Financial Management (OFM) for payment. S/he is responsible for tracking of catastrophic reimbursement claims submitted by FSNs per fiscal year.
- Incumbent prepares SF-1190 – Foreign Allowances Application, Grant and Report for USDHs and USPSCs claims reimbursement purposes.
- Provides general services to the job inquiries, USAID-funded contractors working on several assistance development programs in Bangladesh about wage compensation and guidance of position descriptions in order to determine titles and grades.
- Incumbent forwards OGE-450s and SF-278s to eligible US Direct Hires, USPSCs and FSNs annually. On receipt of the completed forms, forwards those to the Mission Controller and the Legal Officer. Assists



in sending those completed and signed forms to GC/EA in USAID/Washington via courier services for actions.

In absence of the HRS, s/he may assume full responsibility for the Human Resources Section and refers unusual problems/inquiries to the Deputy Executive Officer. S/he performs other duties as assigned.

#### Human Resources Operations/USPSC Contracting Functions:

- Supervises Hiring of U.S. Resident hire Personal Services Contract (USPSC) employees.
- Advertises USPSC positions in local newspapers, the US Embassy Jute bulletin and other outlets as required.
- Manages the creation of Technical Evaluation panels (TEP) ensuring that Appendix D of the AIDAR is followed.
- Creates contracts for USPSC Resident and Off Shore Hires, utilizing the General Provisions in Appendix D of the AIDAR and other relevant guidance contained in AAPDs, CIBs, and FAR.
- Arranges for selected candidates to complete the required security and medical paper work and distributes it accordingly.
- Creates modifications to USPSC contracts as needed for budgetary and administrative changes and updates.
- Monitors guidance on USPSCs and ensures that files and contracts are kept up to date.



The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

**Separation of Duties:** That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

**Individual Accountability:** That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

**Need to Know:** That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

- 1. Education:** A bachelor degree from a university is required with discipline in Human Resources or similar area of study.
- 2. Language Proficiency:** Fluent in English language at level IV, and Fluency in Bangla language.
- 3. Prior Work Experience:** Five years of progressively responsible experience in personnel management, recruitment, position classification or a closely related field.
- 4. Knowledge:** A thorough working knowledge of personnel policies and procedures, sound knowledge of different Program Objectives, Bangladesh labor laws and standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement. Incumbent should have knowledge of gender in development principles and demonstrated experience in their application.



- 4. Skills and Abilities:** Must be well personable, tactful, and able to develop and cultivate possible sources of job applicants for a variety of positions. Must also be able to draft correspondence in English presenting clearly the facts relating to actions to be addressed. Able to handle issues tactfully with diplomacy and understanding with an interest in serving people to maintain smooth and effective working relationship with all mission personnel.

#### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

#### **ADDITIONAL SELECTION CRITERIA:**

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

#### **TO APPLY:**

**Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter. Blank application forms are available at the South barrier (near the Vatican Embassy). In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:**

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648



- By Hand with No Sealed Envelope at the South barrier (near Vatican Embassy)

A copy of blank form is also attached hereto for your convenience.

### [Application Form](#)

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. Resume's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

### **SUBMIT APPLICATION TO:**

Supervisory Executive Officer  
Executive Office  
USAID, Bangladesh  
C/o American Embassy  
Dhaka

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies. The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

EXO/HR